



Pravara Rural Education Society's,
**WOMEN'S COLLEGE OF HOME SCIENCE
AND BCA,**

LoniKd, Tal-Rahata, Dist-Ahmednagar -413713



**Code of Conduct and Standard
Operating Procedures**

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Principal's Message

It gives me immense pleasure to put for the handbook of code of conduct and standard operating procedures of Women's College of Home Science and BCA, Loni for the concerned stakeholders. Code of conduct usually describe universal values to be for to be followed by members of the groups or a community and are intended to give those members clear guidance for their behavior. They are the result of a group or an organization and can be supplemented by further, more specific rules and regulations of conduct.

Wish that all the stakeholder will abide by the code of conduct and follow the SOP to confirm the harmony in the campus which leads to growth of the organization.

Contents ...

Code of conduct

1. Governing Body
2. Principal
3. Teaching Staff
4. Administrative Staff/Support Staff
5. Professional Behaviour
6. Students
7. Antisexual Harassment (Internal Complaint Committee)
8. Grievance and Redressal
9. Anti Ragging

Standard Operating Procedures

1. For taking Leave
2. Library
3. Examination
4. Chemistry Lab
5. Computer Lab
6. Food Science and Nutrition Lab
7. Research Lab
8. Mentor Mentee
9. Feedback
10. Value added courses

Code of Conduct for –

Governing Body

- ✓ To ensure that the institute is well run, meets the needs for which it has been set up.
- ✓ To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate
- ✓ To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making
- ✓ Make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries.
- ✓ Establish colleges, institutes of higher learning, research in specialized studies, departments, schools and hostels.
- ✓ Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the principal for its final approval.
- ✓ Provide infrastructure, premises, furniture, apparatus, consumables and other means needed for the smooth conduct of the work of the institute.
- ✓ Consider the perspective plan for the academic development of the institute.
- ✓ Take overall responsibility for student welfare.

Principal

The conduct of Institute administrators should be characterized by integrity.

Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

The Principal should:

- Comply with applicable governmental laws, rules, and regulations.
- Act with competence and strive to advance competence, both in self and in others.
- Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service.
- Understand the Institute's objectives, policies, contribute constructively to their ongoing evaluation and reformulation.
- Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain.
- Refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties.
- Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.

Teaching Staff

Preamble

Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a great role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All this is expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model.

The code of conduct is imperative for each faculty of WCHS and BCA:

1. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
2. In order to achieve this, a faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students (if required; make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the extent possible as medium of communication for such discussion.
3. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / her dedication for the

students so that it is felt by the students. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.

4. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
5. General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wiser to explain what is best in the interest of a student.
6. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student, outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
7. Many a times, it happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: "give respect to command respect".
8. Behavior of the faculty member with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all round growth.
9. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also, as far as possible, faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.
10. Although everybody has a right to look for his / her own career development. However faculty member should refrain during college hours from any such activity like preparing for competitive examinations to seek employment outside WCHS and BCA and / or applying outside in other organizations for seeking employment. All such activities are

private matters of individual faculty member and the same should not be performed during institute hours or within the academic area of the institute. It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.

- 11.** Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with other staff member / faculty member during the college hours to discuss the topics other than academics.
- 12.** Behavior of the faculty member with the fellow staff member / faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the management especially before the students.
- 13.** A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the institute.

Administrative staff / Support staff

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment.
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of, and should follow institute policies, systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- Acting in a fair, courteous and mature manner to students, colleagues and other stakeholders.
- Co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- Endeavoring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality.
- Respect for institute property.
- Maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.
- Taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises.
- Being fit for work (i.e. not adversely influenced by drugs, alcohol, etc).
- Being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
- Being familiar with communication channels and Institute procedures applicable to both students and staff.
- Ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security.
- Respect for the rights and opinions of others.

Students

General Rules and Regulations for Students

Students shall behave with dignity and courtesy inside and outside the college.

1. Students shall observe strict modesty in dress. Girls can wear Salwar-Suit, Trousers and Shirt. Girls must not wear T-shirt and tight fit wears. Sleeveless shirt and T-shirt, Tight fit leggings and other wears are strictly banned.
2. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. I-Cards are to be worn round the neck and this drill is compulsory. Any violation of these orders will lead to disciplinary action.
3. Possession of mobile phones during the college hours in the campus is strictly prohibited. Anybody found with a mobile, a fine of Rs.500/- and deduction of marks from general proficiency will be imposed.
4. Students are not allowed to leave the institute premises during the institute timings. If a student wants to leave the institute for some valid reasons before the closing of institute timing she has to take Gate Pass.
5. Students shall not entertain visitors without prior permission in the campus. Students are expected to read notices/circulars displayed on the college notice board. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
6. Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided. Refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, ghutkas, chewing gums and smoking cigarettes. Any violation of these orders will lead to disciplinary action.
7. Do not possess firecrackers of any kind in the college campus.

8. Do not smear colored powder and splash color water in the guise of festivals and functions on or during any other occasion in the college campus.
9. Do not scribble on the desks or the black board or on the walls of the college.
10. Students are forbidden from entering the institute office during unspecified hours.
11. Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.
12. Respect the institute property. Destroying or damaging the institute property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
13. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
14. Students are not allowed to convene any kind of meeting in the campus or any sort of fund collected without the permission of the Principal/Vice-principal/HOD or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of the Principal/Vice-principal/HOD.
15. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the Principal/Vice-principal/HOD.
16. Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the Management and the Director is an offense. Students are strictly forbidden from

engaging themselves in any political or other activities. Gathering in groups at roads, entrance, exit, pathways, gardens etc, is strictly prohibited.

17. Students shall not indulge in any kind of misdemeanor bringing opprobrium to the institution. Inform the college of any changes in personal details or address.
18. All vehicles should be parked in the allotted place. No vehicle will be allowed to enter the institute premises during the institute timings. Students coming by two wheelers have to compulsorily wear Helmet. Two wheelers will not allow enter in campus without Helmet. Vehicles found parked in unauthorized places shall be impounded.
19. Students who want to avail bus facility in between the session will have to pay full bus fee for the session.
20. Students who are not availing the bus facility but caught traveling in bus will be charged with full bus fee as fine.
21. While attending college functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the institution.

Committees-

As per existing orders and instructions, various committees are formed to look into the various aspects of Discipline and Grievances. These are given in succeeding paras:-

1. Anti-Sexual harassment (The Internal Complaints Committee (ICC)) The Internal Complaints Committee for prevention of sexual harassment of women at workplace, as per 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013' to deal with the sexual harassment complaints of women at workplace has been established in the college.

(a) Composition.

- i) Presiding Officer.

As per the act the Presiding Officer shall be a woman employed at a senior level at workplace from amongst the employees. Either a Woman HOD or at-least a Woman Associate professor will be the PO

- ii) Two employees with experience in social work or have legal knowledge.
- iii) An external member from an NGO or any association committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- iv) At least half members to be women.
- v) For any further clarification refer to the Act mentioned above.

(b) Role.

The committee has to ensure enough steps are taken to create awareness on the topic. If in case any person approaches any of the committee members, the member is immediately required to inform others. A written complaint is required to be taken from the aggrieved person. The aggrieved person is within her rights to submit complaint within 90 days of the incident / last incident. Necessary action to be taken will include settling the matter through counseling and conciliation (only on request of the complainant) as soon as possible. In case the matter is not so resolved, inquiry to be conducted and matter to be sorted out within 10 days from the date of complaint. The members to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.

(c) Sexual Harassment:

This includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:—

- (i) Physical contact and advances; or
- (ii) A demand or request for sexual favours; or
- (iii) Making sexually coloured remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

2. Grievance and Discipline Committee for Employees. This will consist of the following:

- (a) Principal
- (b) HoD
- (c) One senior staff member (in rotation)

3. Handling of Grievances, Complaints/Disciplinary Proceedings for Employees:

On receipt of grievance from / complaint against or report of an act in violation of college rules / regulations / ethical and moral code, the Principal will examine the same. If suitable merit is found, he/she will order the inquiry to be conducted by appropriate committee. Such inquiry should be ordered within seven days of grievance / complaint received unless found in fruituous. The inquiry must be completed within 30 days of such order, and extension if any will be sought only if deemed unavoidable, from the Director. In case of disciplinary inquiry for faculty and staff the informal inquiry will only be a preliminary enquiry.

4. Grievance and Disciplinary Committee for Students:

This committee is empowered to handle both the serious grievances of the students and disciplinary issues of the students. Handling of "grievances" of the students will be on the lines of As per UGC (Establishment of Mechanism for Grievance Redressal) Regulations, 2013,

The composition of the committee will be as follows:

- a) Chief Rector
- b) Rector Girls' Hostel
- c) Teaching Faculty (Male)
- d) Teaching Faculty (Female)
- e) General Secretaries Girls

Anti Ragging

Ragging is a Criminal Offense.

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the

academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, posts, public insults which would
also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any
other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

Punishment

Following punishments for students involved in ragging

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. With holding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the institution for period ranging from 1 to 6 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution

10. Lodging of an FIR with the police
11. Penalty of up to Rs. 10,000/- (Rs. Fifty Thousand)
12. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Anti Ragging Squad

Some senior faculty members are nominated to the Anti Ragging Squad. All students are encouraged to approach them without any hesitation in case of ragging.

Standard Operating Procedures (SOP)

Standard Operating Procedures (SOP)

For Taking Leave

This leave rules is subject to the law applicable to the Institution. Statues Governing Terms and Conditions of Service of Teachers appointed in the University/Colleges and Institutions conducted by the University/Affiliated Colleges/Constituent Colleges/ Recognized Institutions of the University of Poona(Under Section 42 and / or 73 of the Poona University Act, 1974 (By sub-section (3) of section 5 of the Industrial Employment (standing order) Act,1946)

The leave shall not be claimed as a matter of right, Grant of leave to a permanent employee shall depend on the exigencies of the work Institution and shall be at the discretion of the leave sanctioning authority.

The permanent employee who desires to obtain leave of absence shall apply in writing to the leave sanctioning authority.

The Competent Authority may sanction or refuse the leave applied.

If the employee is required to proceed suddenly on any leave and for reasons beyond the control, the leave sanctioning authority may on satisfying himself sanction such leave on his request application, which is submitted latter.

No employee shall start on leave before obtaining the leave pass except in urgent cases or unforeseen circumstances when it is not possible for him to do so.

If the leave is refused or postponed the fact of such refusal or postponement shall be communicated to the employee immediately.

If a permanent employee after preceding on leave desires an extension of leave, shall make an application in writing before the period of his originally sanctioned leave expires. A written reply of the grant or refusal of the extension of leave shall be communicated to the employee at his known

address. If an employee overstays the originally sanctioned leave without prior sanction, he/she will not be eligible for the payment during such overstayed leave also it will be treated as misconduct.

The Institution has every right to call the employee who is on sanctioned leave if his services are essentially required and the remaining sanctioned leave automatically canceled and the same shall be credited to his leave account.

Study leave with pay/without pay may be granted by the Management depending on the duration of the course.

The leave year shall be recognized as from June to April for teaching staff and from January to December for Non-teaching staff every year.

Holidays declared by the Institution and PRES and weekly holidays shall be prefixed or suffixed to Casual leave and earned leave.

Every employee shall be provided his leave record showing up to date leave balance on his credit. The leave record shall be open to inspection by the employee during the office hours.

The category of the leave sanctioning authority: Principal, all kinds of leave by Chairman/CEO of Management. For teachers & Non-teaching by Principal.



Casual leave

Every permanent employee including probationer shall be entitled 15 days Casual leave every year, prescribed by UGC and accepted by the Government & University.

Every permanent Non-teaching employee shall be entitled 8 days Casual leave.

Casual leave shall be non-cumulative and no leave of any kind shall be combined with casual leave.

In case teacher is unable to attend his duty for natural calamity, the principal may sanction the same as Casual leave

Casual leave shall not be availed more than 3 days at a time.

The Casual leave for half day can be granted only for Non-teaching staff.

Casual leave cannot be encashed at any circumstances.

Sick Leave

- Every permanent employee including probationer shall be entitled to 10 days full or 20 days half pay sick leave during the each year of completed service.
- If such leave is taken for a period less than 3 days, with intimation medical certificate is not essential.
- Sick leave more than 3 days shall be sanctioned only on the submission of Medical certificate.
- Application for leave on medical ground shall be accompanied by a certificate of registered medical Practitioner.
- Holidays including weekly holidays falling within the period of sick leave shall be treated as sick leave.
- Sick leave cannot be encashed in any circumstances.

Maternity Leave

- A permanent female employee, who has completed 2 years service in the Institution, shall be entitled for 180 days Maternity Leave.
- Sick leave if due shall be granted in continuation of maternity Leave to a female employee.
- The teacher may prefix or suffix this leave to other leave to her credit.

Earned Leave

- A permanent non-Vocational employee who has completed one year service in Institution, in PRES in time scale shall be granted 30 days earned leave.
- No compensatory benefit in the form of cash/leave shall be paid in lieu of lapsed / unavailed Earned leave.
- Earned leave shall be availed minimum 4 days at a time.
- An employee who has not served for 300 days in Institution shall not be entitled for Earned leave in respective calendar year.

Library

- Every student should carry identity card in Library.
- Every student is required to enter her name in library entry register at the entrance of the library.
- Every student should carry her identity card and should be produce it on demand.
- All the students will be issued two books at a time for 7 days (it will be renewed for two times, if the books are not on demand)
- Books will not be renewed which are on demand.
- Digital Library and Internet facility use is only for academic purpose not for entertainment.
- Smoking, spiting, eating are strictly prohibited in the library premises.
- Maintain silence in the library.
- Keep your mobile switch off.
- Sleeping in the library is strictly prohibited.
- The library material included books, magazines, journals, CD's, PC's and equipment should be handled with care.
- The library reserves the right to search any personal item and does not accept liability for loss or damage to them.

- Keep your belongings on rack.
- Return the book in time and delaying the return is fined as per the rules of Library Committee.
- Any damage detected at the time of return of the book is punishable have to pay the penalty as well as the appropriate cost of the book or replace the book.
- In case the Identity card is lost, inform to the Librarian immediately to prevent its misuse.
- Cordial relationship with library staff by uses must be maintained.
- Submit Identity card to library at the time of clearance by the users.

Conducting Examination

College Examination Officer (CEO)

- Opportunity of performance. It will the role of the CEO to ensure smooth conduct of exam for all classes and subjects in the college.
- Overall coordination of
 - (a) Theory examination
 - (b) Practical Examination
- CEO to Communicate with University of Pune in cases of
 - (a) Change/Correction in names in mark sheets.
 - (b) Forwarding revaluation requests of students.
 - (c) Dealing with photocopying requests of answer sheets.
 - (d) Dealing with delay in arrival of result.
 - (e) Questions appearing in the exam that are out of the syllabus or wrong.
- CEO to print and handover appropriate number of printed question papers as pertaining to the subject, date and time of the exam to the senior

supervisor at least 20 mins before the commencement of the exam, maintaining absolute confidentiality.

- CEO to ascertain that security setup including recording of proceedings in control room is in place and functional.
- CEO to liaison with external senior supervisor and ensure his/her availability.
- CEO to ensure the availability of PCs and related paraphernalia
 - (a) One PC with CEO with CCTV for the confidential purpose of downloading question papers
 - (b) Second PC for the general purpose of conduct of exam
 - (c) Printer
 - (d) Mobile
 - (e) PCs must be provided with secured internet connection
- CEO should record and issue answer books, Holocraft and other exam related stationary.
- CEO to provide any other support needed by the exam control room.

Senior Supervisor

Preamble: Examination being solemn activity, the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.

- Block size recommended by University of Pune is in the range 30 to 40.
- In case of more than one paper being assigned to a block reasonable number of subjects and examinees to be allotted to a block so that there is ample time for invigilation rather than writing reports.

Preparation of Blocks:

- Cleaning of the Block
- Repairing of the furniture's, fans and lights etc.
- Power Backup, Sanitization of toilets, flush out probable hidden copying material.
- Assignment of duties / alternate arrangement's, Preparation and display of exam schedule and postponement if any.
- Initiate action on unfair means.
- Receiving question papers from the CEO and distributing it to the blocks as per schedule of the examination.
- Collecting answer scripts from Junior Supervisors.
- Packing of written answer sheets, dispatch and maintenance of necessary records including documents pertaining to the CAP center.
- Appointing of Standby and Reserve Junior Supervisor to cater for emergencies.

Junior Supervisor

Preamble: Examination being serious activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.

- 1) Report 20 minutes before the commencement of the examination.
- 2) Distribute blank answer papers to the students, 10 mins before the start of examination.
- 3) Do not allow students to exchange any kind of material.
- 4) Do not allow students to communicate amongst them.
- 5) Point number 3, 4 and any other malpractices to be immediately brought to the notice of the senior supervisor.
- 6) Verify that correct Question Papers based on the pattern and subject is distributed to the students.
- 7) Do not talk on mobile phones or indulge in any other activity which distracts your attention from invigilation.
- 8) Ensure that students are not disturbed due to any reason during the examination.
- 9) Do not allow student to leave the examination hall in first 30 minutes.
- 10) Receive the answer papers and arrange them serially before submitting it to the senior supervisor.

Observations:

1. Many times a person entering examination hall or even movements inside the examination hall are not noticed by the supervisor.
2. Supervisor should be active, alert and moving in the examination hall.
3. In case of emergency Jr. Supervisor to make mutual exchange of duties and submit it in writing to the senior supervisor or CEO.

Support Staff

Preamble: Examination being serious activity, the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.

1. The support staff should report 30 minutes before the start of examination.
2. The blocks should be opened 20 minutes before the start of examination.
3. Carry out duty as assigned by the senior supervisor.
4. Avoid last minute leave unless absolutely necessary.
5. Do not leave the examination venue without intimating and without the permission of the senior supervisor.
6. Assist the senior supervisor in Preparation of the blocks. (Shifting and rearranging furniture, cleanliness.)
7. Promptness in case of urgent examination based needs.
8. They should be present at the respective blocks, venue or task assigned.
9. Any examination related task assigned by the senior supervisor or the CEO.
10. Even after completion of the examination do not leave without the permission of the senior supervisor.

Observations:

It is commonly noticed that peons and water-man allotted to the blocks gather together and chit-chat at one place and are not found in blocks. This should be strictly avoided in the vicinity assigned.

Examination Advisory for Students

Preamble: Examinees must behave like good cultured students upholding high moral, ethical values and do not attempt to take advantage by employing any kind of unfair means. It is the purpose of the examination system to provide each examinee equal and fair opportunity.

- DO's Occupy your seats 15 minutes before start of the examination. Ensure that you have necessary stationery (pen, pencil, eraser, scale etc) and calculators of the permitted model and type (non programmable electronic calculators).
- If there is any emergency / urgent needs of any sort speak to the examination supervisor only. Follow the instructions of the examination supervisor.
- Visit the University of Pune Website to educate yourself about the punishment for indulging unfair means.
- Do not borrow stationery material / calculator from other students.
- Do not speak or even look at any other student in the examination room for whatever reason.
- Do not argue with examination supervisor for any reason.
- Do not bring in the examination room any material for purpose of copying either deliberately or unknowingly.
- Do not attempt to copy even by employing non-written communication means. (Visit the University of Pune website for ordinances on this issue).
- Do not leave the examination hall for any reason unless permitted by supervisor. Do not bring cell phones or tablets or electronic gazettes to the examination hall.
- Do not move the benches and disturb the seating arrangements which may have been arranged for purpose of taking rounds by examination officials.

Internal Marks

The Internal marks in all the courses/subjects will be awarded based on continuous internal assessment made during the semester concerned. For each subject 30 marks are allotted for internal assessment and 70 marks are allotted for the End Semester Examination.

1. Continuous Internal Evaluation:

It has been decided to introduce Continuous Internal assessment for a total of 30 **marks** as per university norms, which are to be distributed as follows:

I) For Theory

| Sr. No. | Component | Distribution of Marks |
|--------------|--|-----------------------|
| 1 | Unit Test I (20 Marks, 1 Hours) Unit Test II (20 Marks, 1 Hours) | 20 |
| 2 | Attendance | 5 |
| 3 | Assignment/ Seminar (Internal) | 5 |
| TOTAL | | 30 |

II) For Practical

| Sr. No. | Component | Distribution of Marks |
|--------------|--------------------------------|-----------------------|
| 1 | Practical Work Book | 10 |
| 2 | Attendance | 5 |
| 3 | Assignment/ Seminar (Internal) | 5 |
| 4 | Internal Practical Viva | 10 |
| TOTAL | | 30 |

Standard Operating Procedures for using

Chemistry Lab:

Laboratory safety rules and safe work practices or standard operating procedures should be established by lab to meet specific operational needs and to reduce the risks associated with laboratory hazards.

As a condition of entry to a laboratory, all individual must complete a laboratory safety induction.

General safety rules

1. Listen carefully before attempting to do anything in laboratory.
2. Notify your teacher if any spills or accident occur.
3. Use apron while entering in the laboratory.
4. Always wear gloves while working in the laboratory.
5. After handling chemicals, always wash your hands with soap and water.
6. During Lab work keep your hands away from your face.
7. Tie back long hair.
8. Label all material with name, Date and any other applicable information.
9. Dispose of wastes in proper container.
10. No food or drink permitted in the laboratory at any time.
11. Know the location of fire extinguisher and First aid box.
12. Never put anything into your mouth during experiment.
13. Never 'horse around or play practical jokes in the laboratory.
14. Clean your lab area at the conclusion of the laboratory period.

Computer Lab

1. The use of the computer lab is a **privilege. Treat equipment and each other with respect at all times.**
2. Please **walk quietly** when coming into the computer lab.
3. Keep your **hands in your lap** and wait for instructions when entering the computer lab.
4. If you have technical problems check with an adult. **Do not touch any wires.**
5. **Stay in your seat** in the computer lab.
6. If you need **help raise your hand** or use the signal your teacher asks you to use. **Patience is needed.**
7. You must have **permission to print.**
8. When you have permission to print **press print only once.** If the printer is not working, respective staff will solve the problem.
9. Be sure to **save your work often** while working.
10. **Think** before you leave the lab.
 - Did you **save your work**?
 - Did you **close all programs**?
 - Did you **restart the computer** for the next class and **Login**?
11. Please **leave the lab neat and clean** for the next class.
 - Push in your chair.
 - Put the computer station in good order.
 - Take all of your things with you.

Computer Rules

- Log-on with your username and password for your use only. Never share your username and password.
- Chewing gum, food, or drinks are not allowed in the computer lab or anywhere near a computer.
- Respect the equipment. Do not remove or disconnect parts, cables, or labels.
- Internet use is limited to teacher assigned activities or classwork
- Personal Internet use for chat rooms, instant messaging (IM), or email is strictly prohibited.
- Do not download or install any programs, games, or music. (This is against our Acceptable Use Policy.)
- No Internet/Intranet gaming activities allowed.
- Do not personalize the computer settings. (This includes desktop, screen saver, etc.)
- Ask permission to print.
- If by mistake you get to an inappropriate Internet site, turn off your monitor immediately and inform the respective staff.
- CD-ROMs or other multimedia equipment are for college work only. Do not use them for playing music or other recreational activities.
- Do not run programs that continue to execute after you log off.
- Log-off — leave the computer ready for the next person to use.
- Pick-up your materials and push in the chair.

Food Science & Nutrition Lab

1. Wear a clean cotton overall and a head dress.
2. Tie up hair so that it does not fall into food.
3. Keep nails clean & short.
4. Wash hands with soap before starting work.
5. Organize the work to be done.
6. Prepare a work and time plan.
7. Use correct method and the proper sequence of operation.
8. Collect all ingredients and equipments required at the work counter.
9. Arrange work space and equipment on logical sequence of work.
10. Weight and measure ingredients accurately, to avoid waste.
11. Keep work area neat and clean and orderly.

Research Laboratory

1. Arrive to laboratory prepared and read study each lab exercise before coming to class to make yourself aware of potential hazards.
2. Do not eat, drink, apply cosmetics or handle contact lenses in teaching laboratory.
3. The food samples used in class are not for consumption.
4. Wash hand frequently. Wash hand after handling any culture after removing glove and before leaving the laboratory.
5. Sanitize work area bench tops should be wash down with sanitize before starting work.
6. Be aware of laboratory environment.
7. Take notice of where fire extinguishers are should be stored. Open flame ,gas burner should be turn of when not in use and before leaving laboratory
8. Keep your work area organized bring only your lab notebook to the lab
9. Work slowly and carefully.

10. Always wear an apron before entering the laboratory to protect from microbial contamination and laboratory hazards.
11. Cut nail regularly.
12. Tie long hair back to avoid contamination and fire hazards.
13. Clean your working area with ethanol or phenol.
14. Don't put anything of the laboratory in your mouth, ear, nose and eyes.
15. Don't eat talk or drink while working with Micro-organism.
16. Always use flame sterilized inoculation loop.

Guidelines for leaving the laboratory

For a responsible laboratory worker

- All gas lines are turned off.
- Water points are turned off and there are no overflowing containers.
- No hot plate or any other heating device is left on.
- Reagent bottles are returned to their respective shelves and working table is free of clutter.
- No bottle is left uncapped and in particular those containing acids or other corrosive materials
- Remove all your laboratory protective clothing and safety gear such as lab coats, gloves, safety goggles, etc inside the lab before leaving laboratory.
- Switch off lights, fan and other electrical facilities before leaving the lab.
- Ensure that the main exit gate has been locked and the laboratory security has been informed that there is no one inside the laboratory.

Food Microbiology Lab Practices and Safety Rules

- Always keep your lab environment neat and tidy.
- Wash your hands with disinfectant soap when you arrive at the lab and again before you leave.
- Absolutely no food, drinks, chewing gum, or smoking is allowed in the laboratory.
- Do not put anything in your mouth such as pencils, pens, labels, or fingers.
- Do not store food in areas where microorganisms are stored.
- Use a lab coat and safety glasses, bring them to class, and use them in the laboratory.
- Avoid loose fitting items of clothing. Wear appropriate shoes in the laboratory.
- Keep your working table clean of everything. Never keep books, purses, bags, etc. on the working table. Nothing should be lying on the bench.
- Disinfect work areas before and after use with 70% ethanol or fresh 10% bleach. Laboratory equipment and work surfaces should be decontaminated with an appropriate disinfectant on a routine basis, and especially after spills, splashes, or other contamination.
- Label everything clearly.
- Replace caps on reagents, solution bottles, and bacterial cultures. Do not open Petri dishes in the lab unless absolutely necessary.
- Inoculating loops and needles should be flame sterilized in a Bunsen burner before you lay them down.
- Turn off Bunsen burners when not in use. Long hair must be restrained if Bunsen burners are in use.
- When you flame sterilize with alcohol, be sure that you do not have any papers under you.
- Treat all microorganisms as potential pathogens. All microbial cultures should be either incubated or refrigerated. Cultures should not be kept in drawers, cupboard or desk.

- Wear disposable gloves and mask when working with potentially infectious microbes or samples.
- Sterilize equipment and materials.
- Never pipette by mouth. Use a pipetting aid or adjustable volume pipettes.
- Consider everything a biohazard. Do not pour anything down the sink. Autoclave liquids and broth cultures should be sterilized before discarding.
- Dispose of all solid waste material in a biohazard bag and autoclave it before discarding in the regular trash.
- Handle the glass equipments carefully. If it breaks report it to the lab in charge. Dispose of broken glass in the broken glass container.
- Dispose of razor blades, syringe needles, and sharp metal objects in the “sharps” container.
- Report spills and accidents immediately to your instructor.
- Report all injuries or accidents immediately to the instructor, no matter how small they seem.
- All the electric supplies must be plugged out if not in use.
- Water supplies should be closed tightly after use.
- You should save electricity and water at least for your future needs.

General Food Analysis Laboratory Safety Procedures

DO

- You must have a practical basic record, field book, a pen or pencil, a laboratory coat, a head cap to work in the laboratory.
- Know the potential hazards of the materials used in the laboratory.
- Know the location of safety equipment such as telephones, emergency call numbers etc.
- Wear the appropriate personal protective apparel for the chemicals you are working with.

- Shoes must cover the entire foot. Open toed shoes and sandals are inappropriate footwear in laboratories. Fabric and athletic shoes offer little or no protection from chemical spills. Leather shoes with slip-resistant soles are recommended.
- Street clothing is to be chosen so as to minimize exposed skin below the neck. Long pants and shirts with sleeves are examples of appropriate clothing.
- Wash skin promptly if contacted by any chemical, regardless of corrosivity or toxicity.
- Label and store chemicals properly.
- Restrain and confine long hair and loose clothing.
- Record your results at time. For any difficulty, ask your laboratory in charge.
- Record every single calculation in your book and every step involved in the procedure.
- Be economical with every resource/reagents. Only required quantities of the reagents should be used.
- Handle the glass equipments carefully. If it breaks report it to the lab in charge.
- Dispose all the waste liquids in the sink; allow water to run for some time by opening the water tap.
- Never spill any chemicals in or on the lab equipment. Clean the equipment after its use.
- All the electric supplies must be plugged out if not in use.
- Water supplies should be closed tightly after use.

DON'T

- Eat, drink, chew gum, or apply cosmetics in rooms or laboratories where chemicals are used or stored.
- Store food in laboratory refrigerators or ovens.
- Drink water from laboratory water sources.
- Use laboratory glassware to prepare or consume food.
- Smell chemicals, taste chemicals, or pipette by mouth.
- Avoid chemical work or hazardous activities during off-hours.
- While doing test no phone calls/ cell calls should be attended to avoid any type hazards and carelessness while performing the test.

Mentor Mentee Scheme

Mentor Mentee Scheme

Preamble

A large number of students admitted in the institute are from rural area and they face financial back-up, academic and adjustment challenges. To cope with such problems and to enable them to excel in academics and professional as per their potential, a Mentor Mentee Scheme for all students is essential.

1. Objectives

Student-mentorship has the following objectives:

- a. To enhance teacher-student contact hours
- b. To enhance students' academic performance and attendance
- c. To identify and understand the status of slow learners and encourage advanced learners
- d. To render equitable service to students
- e. To minimize student drop-out rates

I. College Level Committee for Mentor Mentee Scheme and its Function

There is a need to have a Committee at each constituent College consisting of Head of Institute/ College as Chairman, IQAC Coordinator as member secretary & Head of the Departments. The Head of the College will nominate required members of the Committee from various departments.

The constituent institute/ Committee may develop their own scheme according to the number of students of respective streams, faculty members and needs of the discipline as well as of the scheme. Following are the guidelines for the Mentor-Mentee scheme:

- a. Students shall be assigned to Mentors (Teaching faculty) right from the first year of the degree programme.
- b. A mentor shall assign a minimum 15 and maximum 30 mentees.

- c. The mentees preferably (may not be possible in some cases) be attached to the same mentor for the entire duration of their degree programme.
- d. The mentor shall take a meet of mentees at least twice in a semester and keep record of outcome of the meeting either in hard copy or in the software, if available.
- e. Mentors shall meet mentees regularly individually or in a group as per requirement.
- f. The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institute/departments for providing further motivation.
- g. The mentor shall also identify the students whose performance/attendance is below par. The mentor shall interact with the students and try to find out the cause of the problem. If required the mentor will involve the parents or head of the departments/institute.

Areas of Review

- a. **Attendance:** The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up actions with regard to irregular students.
- b. **Academics:** The mentor shall also keep track of the academic performance of mentees and help them through counseling or by arranging additional lectures, if necessary.
- c. Behavioral and discipline matters.
- d. Achievements, talents and co-curricular activities.
- e. Health and physical wellbeing.

Duties/Responsibilities of Mentor

- a. Introduce and discuss the concept of mentor-mentee scheme with the assigned mentees.
- b. Call a meeting of all mentees at least twice in a semester and record the details of the meeting, also note any specific requirement of a mentee.
- c. Keep track of the attendance, academic performance and behavioral aspects of the mentee by interacting with the respective subject teacher and hostel authorities.
- d. If a student is identified as having weakness in particular subject, mentor shall apprise the concerned subject teacher.
- e. Support students academically and emotionally
- f. Contact parents of the mentee in case of irregularity.

Duties/Responsibilities of Mentee

- a. Mentee shall attend meetings regularly.
- b. Fill personal information in the form at the time of joining the mentor mentee system.
- c. Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to the mentor whenever asked for.
- d. Mentees can seek advice from mentors about personal problems, career choice, achievements etc.

Feedback Analysis

Feedback analysis, Action taken Report & follow up

I. Preamble/Introduction: **Feedback Analysis plays an important role in quality assurance. Hence the educational institutions must follow standard operating procedure to use inputs from students, parents, teachers and Stakeholders for improvement in quality of teaching learning process, infrastructure and learning resources.**

II. Overview of feedback process:

- As a means of Quality assurance, feedback analysis of various stakeholders has primary importance. Hence all higher education institutes must follow structured standard format to obtain feedback from stakeholders including students, teachers, employers, professionals, alumni and parents.
- The Head of the College / Institution shall be responsible for the implementation of this SOP (Processes and Systems).

- The institute/college shall ensure the feedback and its analysis from the following stakeholders:

| Sr. no | Stakeholder | Frequency | Sample | Standard form | Manual |
|--------|---|--------------|---------------|---------------|----------------|
| 1 | Students-UG | Per semester | All students | yes | Manual |
| 3 | Teachers | Once a year | All teachers | yes | Manual |
| 4 | Resource Persons | yearly | Random sample | yes | Manual |
| 5 | Alumni | yearly | Random sample | yes | Manual |
| 6 | Parents | yearly | Random sample | yes | Manual |
| 7 | Professional(experts in the field),Visitors | yearly | Random sample | No | Visitor's book |

While the feedback from all the students and teachers is expected to be taken at regular interval i.e. Per semester, feedback from other stakeholders can be taken randomly once a year.

For obtaining feedback through manual process, there is need for having data templates comprising of questions to elicit feedback in specific and unambiguous manner from all stakeholders.

III. College Level Committee for Feedback Analysis and its Function.

There is a need to have a Committee at each constituent College, consisting of Head of Institute/ College as Chairman and college Coordinator as member secretary. The Head of the College will nominate required members of the Committee from various departments.

It will be responsibility of all the Heads of College to ensure the following through College Feedback Committee:

1. To obtain feedback from all students at end of each semester/ term. For example: terms starting from June, first feedback in month of October, December may be obtained in month of February. For Teachers, feedback is obtained at each semester.
2. For other stakeholders, randomly chosen sample may be sufficient. But more number of stakeholder's response is always welcome.

IV. Role of Principal and Coordinators of the Feedback Committee and their teacher members

1. The Head of the College – Principal shall announce the **Academic** schedule for obtaining feedback from students and teachers.
2. The **Performa** for obtaining the Feedback from stake holders are given in Annexure.
3. **The report is prepared** by respective Feedback Committee headed by Principals. **It is presented** in respective college council meetings by respective coordinators. **Action Taken Report** to be prepared by respective Principals.
4. The HOI and the college committee shall ensure that all their students (U.G) give feedback twice a year and their entire teacher once a year. For others random sampling nearing to 10 for each stake folder is expected.

V. Role of Coordinator for feedback Analysis system (Nominated by the WCHS)

1. To finalize feedback formats and make them available to respective Committee and their teacher members.
2. To offer suggestions and review feedback process from time to time.
3. Coordinator will compile reports and further check them, arrange them and forward it to IQAC.

VI. Role of IQAC:

1. To put up consolidated reports to principal/CDC, who then forwards it to BOM with his remarks/remedial actions, thus completing the cycle.
2. To upload on college website (formats, report, ATR on feedback).

Flow chart of feedback process:

| | | | |
|---|---------|--|---|
| 1 | Level 1 | Heads of Institutions and coordinators | To ensure collection of Feedback as per determent schedule and Analyses it and Take Action – ATR |
| 2 | Level 2 | IQAC | Forward reports to Principal, & to upload report on website |
| 3 | Level 3 | CDC | To take appropriate decisions as per ATR related to infrastructure, learning resources and other aspects of educational environment |

- A) The Students Feedback submission process by using Questionnaires with option.
- B) The Teachers Feedback submission process by using Questionnaires with option.
- C) The Parents Feedback submission process by using Questionnaires with option.
- D) The Alumnae Feedback submission process by using Questionnaires with option.
- E) The Stakeholder's Feedback submission process by using Questionnaires with option.

**VIII. FEEDBACK FORMATS APPROVED BY COLLEGE
ARE ENCLOSED AS ANNEXURE**

| | |
|-----------------------|--|
| Annexure- I | Feedback from students on curriculum |
| Annexure – II | Feedback from Students on Teacher |
| Annexure – III | Feedback from Teachers on curriculum |
| Annexure – IV | Feedback from Parents / Employers |
| Annexure – V | Feedback from Alumni on curriculum |
| | Professionals / Dignitaries on their visit to Institutions |

Annexure- I :
Feedback from students on curriculum

Department: Home Science /BCA

Cass:

Year:

| Question No. | Curriculum Evaluation Points | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|--------------|---|----------------|-------|---------|----------|-------------------|
| 1 | Curriculum updated enough | | | | | |
| 2 | Curriculum content interesting | | | | | |
| 3 | Curriculum fulfilling your expectation | | | | | |
| 4 | Curriculum helping in developing your personality | | | | | |
| 5 | Curriculum applicable in your daily life | | | | | |
| 6 | Curriculum is relevant for the solution of local problems | | | | | |
| 7 | Need to include skill based content in current syllabus | | | | | |

Student's Sign

Annexure – II

Feedback from Students on Teacher

Department: Home Science

Class:

Year:

Name of the Teacher:

Subject:

| Sr. No. | Parameters | A Very Good | B Good | C Satisfactory | D Unsatisfactory |
|---------|---|----------------|-----------|-------------------|---------------------|
| 1 | Knowledge Base of the Teacher | | | | |
| 2 | Communication Skill of the Teacher | | | | |
| 3 | Sincerity/commitment by the Teacher | | | | |
| 4 | Interest generated by the Teacher | | | | |
| 5 | Ability to integrate course material with environment/other issues, to provide a broader perspective | | | | |
| 6 | Ability to integrate content with the other courses | | | | |
| 7 | Accessibility of the teacher in and out of the class | | | | |
| 8 | Ability to design quizzes/ Test/ Assignments/ Examination and projects to evaluate students understanding of the course | | | | |
| 9 | Provision of sufficient time of feedback | | | | |
| 10 | Overall rating | | | | |

Name of the student

Sign

Annexure – III
Feedback from Teachers on curriculum

Department: Home Science /BCA

Class:

Year:

| Question No. | Curriculum Evaluation Points | | | | | |
|--------------|--|----------------|-------|---------|----------|-------------------|
| | | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 1 | Current syllabus is need based | | | | | |
| 2 | Curriculum having current content | | | | | |
| 3 | Programmes outcomes of the syllabi is well defined | | | | | |
| 4 | Curriculum having good academic flexibility | | | | | |
| 5 | The course content fulfils the need of students | | | | | |
| 6 | Need of review of the syllabus | | | | | |
| 7 | Curriculum enhanced employability | | | | | |

Teacher's Sign

Annexure – IV

Feedback from Parents / Employers on curriculum

Department: Home Science /BCA

Year:

| Question No. | Curriculum Evaluation Points | Response in % | | | | |
|--------------|--|----------------|-------|---------|----------|-------------------|
| | | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 1 | Syllabus of your ward having current content | | | | | |
| 2 | Curriculum help in enhancing intellectual aptitude | | | | | |
| 3 | Curriculum help in developing personality of your ward | | | | | |
| 4 | Curriculum enhances employability | | | | | |
| 5 | Your ward get adequate knowledge from the curriculum | | | | | |

Parent's Sign

Annexure – V
Feedback from Alumnae on curriculum

Department: Home Science /BCA

Year:

| Question No. | Curriculum Evaluation Points | | | | | |
|--------------|---|----------------|-------|---------|----------|-------------------|
| | | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 1. | Need of syllabus updation | | | | | |
| 2. | Course content is interesting | | | | | |
| 3. | Course curriculum intellectually stimulate you | | | | | |
| 4. | Course curriculum fulfilling your expectations | | | | | |
| 5 | Programme help in developing your personality | | | | | |
| 6 | Courses meet contemporary requirements | | | | | |
| 7 | Reading material regarding curriculum is easily available | | | | | |
| 8 | Syllabus enhances employability | | | | | |

Alumnae Sign

Guidelines for Conducting Value Added/Certificate Courses

Course Structure

1. The request for approval of syllabus along with the schedule for the value added course should be communicated to Institutional Interdisciplinary Board of Studies (IIBOS) during meeting before the date of commencement of the course. The Syllabus (at least 30 periods), Schedule and the Details of Faculty handling the course approved by the Head of Institution should be enclosed.
 - a. The course offered should not be the same as any course listed in the curriculum of the respective program
 - b. The value added courses may be also conducted during weekends / vacation period.
 - c. The course can be offered for all students studying UG Program and in any semester.
 - d. Industry experts / eminent academicians from other Institutes are eligible as subject experts for the value added course.
 - e. The course can be offered only if there are at least 5 students opting for it.
 - f. The students may be allowed to take value added courses offered by other departments after obtaining permission from Head of the Department offering the course.

Duration

1. The duration of value added courses is 30 periods or a maximum of theory and laboratory courses and the course can have a maximum of three hours per day.

For the courses either 30 periods of theory or a combination of theory and laboratory may be offered.

Where, **2 periods** of Theory = **1 period** of Laboratory

Evaluation

2. The value added / Certificate courses can be evaluated through **Internal assessments/Practical assessment/Seminars/Viva/Presentations**.
 - a. A committee consisting of the Head of the Department and staff handling the course(coordinator) shall monitor the evaluation process.
 - b. The coordinator for the course is responsible for maintaining and processing the records with regard to assessment marks and results.
 - c. The internal assessments/practical assessments/seminars/viva/ Presentations shall carry minimum 30 marks & shall be conducted at the end of the course by the Department concerned.
 - d. The coordinator should declare the result within 15 days after examination.
 - e. The scored marks/ Grade shall figure in the Certificate provided to the students.

Maximum Number of Courses

3. A student can attend maximum any number of value added/certificate courses during the entire programme of study.

Financial Commitment

4. The expenditure to be incurred for the conduct of courses should be met by the Institute.

ANNEXURE - I

APPLICATION FOR CONDUCTING VALUE ADDED / CERTIFICATE COURSES

- 1. Name of the Department:**
- 2. UG Programme:**
- 3. Details of the Value Added / Certificate Courses:**
 - a. Name of the Value Added / Certificate Courses:
 - b. Type of Value Added / Certificate Courses
(Theory/ Lab/ Lab integrated Theory/others)
 - c. Short Description/objectives : Enclosure 1 enclosed - YES / NO
 - d. Syllabus including Reference : Enclosure 2 enclosed - YES / NO
- 4. Target audience:**
 - a. Semester (indicate if more than one):
 - b. Others
- 5. Details of Faculty handling the course:**
 - a. Name of the Faculty handling the course :
 - b. Designation :
 - c. Contact details
Email ID :
Phone No :
- 6. Tentative Time Table : Enclosure 3 enclosed-YES / NO**
- 7. Number of students opting for the course :**
- 8. Name and Designation of the Coordinator :**

Coordinator HOD (BCA/Home Science)

Chairman of IIBOS

ANNEXURE II

DETAILS OF COMPLETION OF VALUE ADDED /CERTIFICATE COURSE

1. Name of the Department:
2. Name of the Value Added / Certificate course offered :
3. Name of the coordinator :
4. E- mail :
5. Contact :
6. Year :
7. Semester:
8. Details of students attended the course:

| Sr.No | Name of the student | Roll.No. | Marks/ Grade |
|-------|---------------------|----------|--------------|
| | | | |
| | | | |
| | | | |

Coordinator HOD (BCA/Home Science)

Chairman of IIBOS